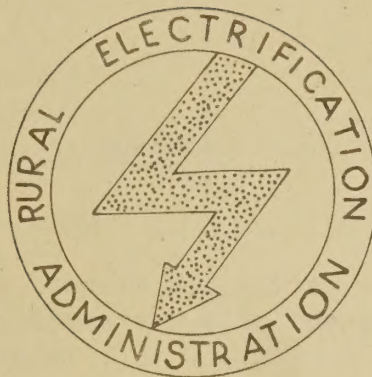


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FORM AL-65 (10/18/45)



INSTRUCTIONS FOR OBTAINING
MEMBERSHIPS AND EASEMENTS

IMPORTANT

THIS PACKET SHOULD BE USED BY PERSONS
ENGAGED IN THE ACTUAL FIELD SURVEY OF
COLLECTING MEMBERSHIP FEES, SECURING
SIGNED APPLICATIONS FOR MEMBERSHIP
AND EASEMENTS, DURING THE PREALLOTMENT
PROCEDURE.

ISSUED BY:
DEPARTMENT OF AGRICULTURE
RURAL ELECTRIFICATION ADMINISTRATION

U.S. GOVERNMENT
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FOREWORD

The survey leaders and survey coordinator should thoroughly acquaint themselves with the proposed area to be served by the REA project.

They should read the packet, "Preallotment Procedure," (Form AL-65 for initial projects, or Form AL-67 for supplemental projects) and familiarize themselves with every step to be followed.

I M P O R T A N T

No allotment of funds will be made to your project unless an adequate density of signed members has been obtained.

Applications for membership in the cooperative and membership fees should be accepted only from persons located in the proposed project area. Do not solicit or accept applications from persons receiving service from existing electric lines.

PROJECT SURVEY COORDINATOR

The coordinator will direct, plan, and schedule the work of the survey leaders, and will be responsible for the systematic and satisfactory completion of the survey. He will act as recipient for membership fees collected, record and file all membership applications and easements secured, and assist the engineer selected in the compilation of the membership tabulations and in ascertaining the proper location of the members and prospective members on the preallotment maps.

The survey leaders should present the signed membership applications and fees to the coordinator at least once a week and secure a receipt for same.

The coordinator will be expected to make a report on the progress of the survey to the Applications and Loans Division of REA at least once a month. This report should cover the progress made to date and should call to the attention of REA any difficulties or special problems delaying the survey.

Note: The attached membership application form AL-65-A is a sample and sufficient copies should be made for use in the project survey. The cooperative organization name, number and monthly minimum bill (as suggested by REA) should be added.

HOUSE WIRING

In securing the membership applications, explain to the prospective members the necessity of wiring their houses and farms as soon as allotment of funds by REA has been announced in order to be ready to be connected to the electric lines as they are constructed. If needed, REA can lend money to the project to finance house wiring and plumbing installations. Descriptions of low cost fixtures and group bidding plan will be furnished later.

GROUP INSTRUCTION MEETINGS

Before the coordinator and survey people begin work, it is desirable to have the attorney for the project spend some time with them in a group, to explain the forms and enable the survey leaders to answer questions which the prospective members are sure to ask. The survey leaders should be able to explain clearly just what signing the forms means to the farmer.

MEMBERSHIP SURVEY

Members shall pay a \$5.00 membership fee at the signing of the applications and get a receipt from the survey leaders. (The survey leaders shall secure a book of blank receipts for this purpose.)

It should be carefully explained that the \$5.00 membership fee is not paid to the Government, but directly to their own organization--the cooperative. This money will be handled by the project survey leaders and coordinator for deposit in a bank to the general account of the cooperative, to be spent for survey and mapping expenses incurred in starting the new organization. The directors, selected by the people, must pass on each expenditure. The membership fee will entitle the member (when accepted) to a vote in the management, and a share in the benefits of the cooperative.

The membership application shall be signed by the prospective consumer, and may be made out in the name of one person or in the name of both husband and wife jointly. If a joint membership is desired, both the husband and wife should sign the application. This will be the cooperative's authority to make out a joint membership certificate when the application is accepted. The signed application must be retained by the cooperative but a copy of the application should be left with the signer. Be sure to fill in the blank showing the measured or closely estimated distance of the applicant's house from the road.

EASEMENT SURVEYS

For the lawful construction of your project it will be necessary to obtain right-of-way easements from all property owners whose lands are crossed by your lines. Even when lines are constructed along public highways, it may be necessary in some places to secure easements covering tree-trimming and anchorage. Under

the laws of your state it may be that easements are required from abutting owners even though lines are constructed on the highway. The obtaining of these easements is of the utmost importance and the work should be completed as far as possible before the engineer prepares the final detailed map of your project.

This work should not be regarded as an unwelcome burden since the prospective members, by granting easements to the cooperative and withholding such grant from any other agency can thereby protect the project area from such things as spite-line building.

Easements should be obtained at the time membership applications are signed and should be signed by every property owner over or along whose land the proposed lines will be built. Where a tenant is occupying the land, the landlord or owner must sign the easement, preferably during the membership canvass but in every case before construction can take place. This form must be signed by every property owner who signs the application for service. It should also be signed by as many property owners as possible whose permission will be needed to enable construction of the lines (property over which or along which the lines may reasonably be expected to pass) but who do not intend to take service at this time.

It should be explained carefully to each person from whom an easement is requested that the easement document will not obligate him financially to the cooperative or to the Government. It involves only a simple right for the cooperative to construct and maintain the electric lines upon or along his property, and in certain instances, when necessary, to trim trees for this purpose. The exact location of the lines will have to be determined later when the engineer lays out the project. It is to the interest of the cooperative and every member that the lines be laid out as economically as possible, which will mean the shortest possible routing to serve the persons who are to be included within the project. This will result in a smaller obligation to the Government.

In stating the location of property as described on the easement, the location as stated on the occupant's tax bill or receipt is sufficiently accurate.

APPLICATION FOR MEMBERSHIP AND FOR ELECTRIC SERVICE

The undersigned (hereinafter called the "Applicant") hereby applies for membership in, and agrees to purchase electric energy from _____ Electric Cooperative, Inc., (hereinafter called the "Cooperative"), upon the following terms and conditions:

1. The Applicant will pay to the Cooperative the sum of \$5.00 which, if this application is accepted by the Cooperative, will constitute the Applicant's membership fee.

2. The Applicant will, when electric energy becomes available, purchase from the Cooperative all electric energy used on the premises described below and will pay therefor monthly at rates to be determined from time to time in accordance with the by-laws of the Cooperative; provided, however, that the cooperative may limit the amount of electric energy to be furnished for industrial uses. The Applicant will pay a bill of at least \$_____ per month regardless of the number of kilowatt hours consumed.

3. The Applicant will cause his premises to be wired in accordance with wiring specifications approved by the Cooperative. The Applicant's house is approximately _____ feet from proposed distribution line and _____ feet from the nearest public road.

4. The Applicant will comply with and be bound by the provisions of the certificate of incorporation and by-laws of the Cooperative, and such rules and regulations as may from time to time be adopted by the Cooperative.

5. The Applicant, by paying a membership fee and becoming a member, assumes no personal liability or responsibility for any debts or liabilities of the Cooperative, and it is expressly understood that under the law his private property cannot be attached for any such debts or liabilities.

The acceptance of this application by the Cooperative shall constitute an agreement between the Applicant and the Cooperative, and the contract for electric service shall continue in force for one year from the date service is made available by the Cooperative to the Applicant, and thereafter until canceled by at least 30 days written notice given by either party to the other.

(over)

Notwithstanding anything herein contained, the Applicant expressly agrees that the Cooperative may, prior to the acceptance of this application, use the \$5.00 for the development of a rural electrification project. If the Cooperative is unable to obtain a loan from the Rural Electrification Administration to finance the construction of such a project, the Applicant agrees that only so much of the \$5.00 as has not been expended for development expenses will be returned to him. If the Cooperative succeeds in establishing a rural electrification project but is unable to furnish service to the Applicant, the sum of \$5.00 will be returned to the Applicant.

Dated _____, 194_____
(Applicant)

Witness _____
(Post Office Address)

The above application for membership accepted this _____ day of _____, 194_____
LAND DESCRIPTION
_____ acres located on
_____ side of _____
road approximately _____
miles N-E-S-W- from _____

Electric Cooperative, Inc.

By _____ (Title)
Owner _____
Address _____

NOTE: This form should be approved by the project attorney before it is adopted for use by the Cooperative.

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